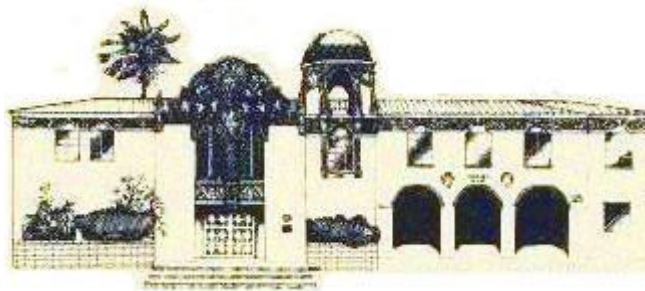


**List of job announcement(s):**

	<b>Position Title</b>	<b>Job No.</b>
1	Public Information Officer (EXEMPT)	1397
2	Wastewater Treatment Plant Lead Operator (NON-EXEMPT)	1421
3	Chief of Police (EXEMPT)	1429
4	Wastewater Collection System Operator (NON-EXEMPT)	1439
5	Bailiff (NON-EXEMPT)	1443
6	Water Treatment Plant Lead Operator (NON-EXEMPT)	1446
7	Jailer (NON-EXEMPT)	1447
8	Dispatcher (NON-EXEMPT)	1449
9	CSO Receptionist (NON-EXEMPT)	1452
10	Water Distribution Operator (NON-EXEMPT)	1454
11	Mechanic (EXEMPT)	1455



## CITY OF WESLACO

### JOB OPPORTUNITIES

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### JOB ANNOUNCEMENT

<b>Position Title:</b> <b>Public Information Officer</b> <b>(EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Officials and Managers</b>	<b>City Manager</b> <b>Job No. 1397</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### JOB SUMMARY:

The Public Information Officer is responsible for the City's public relations through print and electronic media as well as Public Education and Government televised access channel; facilitates public information requests and lawful responses. The employee is required to perform all similar or related duties.

#### REPORTING RELATIONSHIP:

Reports to City Manager

**Special Requirements:** A valid Texas Drivers License if required. Marketing experience preferred. Must be a member and actively involved of at least one (1) professional association that applies to job duties.

**Qualifications:** Requires a Bachelors degree in Public Relations, Public Administration, and/or related field and two to three (2-3) years experience in responsible public relations positions; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have excellent writing and oral communication skills; broadcast experience and Spanish proficiency preferred. Ability to collaborate with the general public, city staff, news media, other governmental agencies in a professional, courteous and tactful manner. Must be skillful team player with a willingness to examine new ways of organizational effectiveness.

#### COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

#### For More Information Contact:

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Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

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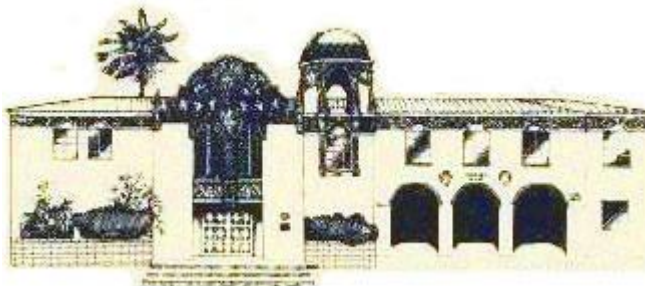
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## JOB ANNOUNCEMENT

<b>Position Title:</b> <b>Wastewater Treatment Plant Lead Operator (Non-Exempt)</b>	<b>EEOC Occupation Classification:</b> <b>Operatives</b>	<b>Public Utilities Department Job No. 1421</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### JOB SUMMARY:

Assists the Wastewater Plant Superintendent in supervising the operation and maintenance of the wastewater treatment system and personnel; inspects and performs repair work on wastewater system facilities and equipment essential to the operation of a wastewater treatment, disposal, and reclamation facility. Assists the Wastewater Plant Superintendent in completing all local, State, and Federal reports. Employee is required to perform all similar or related duties.

#### REPORTING RELATIONSHIP:

Wastewater Superintendent

**Qualifications:** A High School Diploma or GED Certificate. Employee must have a valid Texas Driver's License (Class C) is required with satisfactory driving record. Must have a Class "B" Wastewater Treatment License issue by the Texas Commission on Environmental Quality.

**Work Conditions:** Employee works in well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal business hours at nights and/or on weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

#### COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity: Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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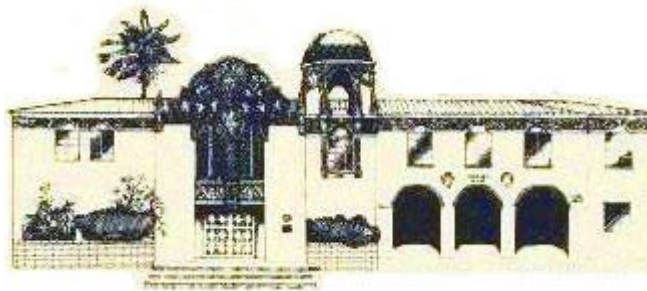
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> Chief of Police (EXEMPT)	<b>EEOC Occupation Classification:</b> Management	<b>City Manager's Office</b> Job No. 1429	<b>Salary Range:</b> Negotiable *(DOQ)	<b>Deadline:</b> Open Until Filled
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**The Chief of Police is an at-will appointed position, not covered by civil service regulations or the Collective Bargaining Agreement between the City of Weslaco and its Police Officers.**

To be appointed to the position of Chief of Police, an applicant must:

1. Be eligible for certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) at the intermediate level or its equivalent as determined by that commission;
2. Have served as a bona fide law enforcement officer for at least five years, 10 years preferred and;
3. Have a High School Diploma, Bachelor of Arts or Bachelor of Science degree preferred from an accredited college or university.

**Process:**

If interested submit your application to Human Resource Department along with the supporting documentation regarding qualifications pursuant to §143.013 of the Texas Local Government Code and Article V, §21 of the Weslaco City Charter.

Interested persons should submit their applications as soon as possible if interested in this position.

**REPORTING RELATIONSHIP:**

Reports to the City Manager.

**Qualifications:** Ability to work tactfully and communicate courteously with the public on a daily basis. A valid Texas Driver's license is required.

### COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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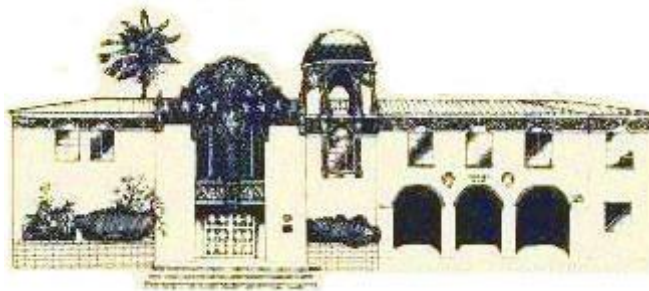
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### JOB ANNOUNCEMENT

<b>Position Title:</b> <b>Wastewater Collection System Operator</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Operatives</b>	<b>Public Utilities Job No. 1439</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### JOB SUMMARY:

Employee is responsible for the operations, maintenance, construction and repair of the City's wastewater collection system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is required to perform all similar or related duties.

#### REPORTING RELATIONSHIP:

Reports to Supervisor

**Qualifications:** Employee must have a valid Texas Driver's License (Class "B" Commercial) is required with satisfactory driving record. Position requires a High School diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Work Conditions:** Employee works in a well light office as well as outdoors to oversee all Wastewater Plant activities. The employee will work in all weather conditions and must be prepared to work in both extreme heat and cold. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

#### COMPENSATION AND BENEFITS

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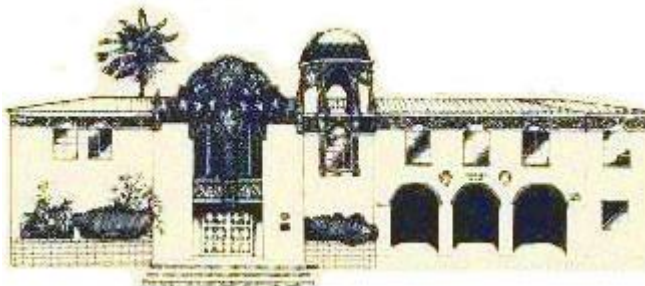
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Bailiff</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Service Workers</b>	<b>Police Department</b> <b>Job No. 1443</b>	<b>Salary Range:</b> <b>\$8.12</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Employee provides security for Municipal Court and assists the Municipal Court Judges during arraignment and traffic court when in session, process magistrate paperwork, assists the public with information, and assists court personnel. Reads, interprets, maintains knowledge of and enforces a variety of City ordinances, court policies and procedures. Employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to Court Administrator

**Special Requirement:** Must pass Criminal History Check. Bilingual skills (English/Spanish) a plus. Ability to attend seminars.

**Qualifications:** Position requires a valid Driver's License and a High School Diploma or equivalent degree with two (2) years related work experience in a security or law enforcement-related profession. Position requires effective communications skills both oral and written, high level of confidentiality and ability to deal with various types of people.

**Work Environment:** Primarily indoors with heating and cooling regulated. May be subject to extreme weather conditions when task requires off-site business. Possible exposure to potentially violent situations associated with maintaining required security.

#### **COMPENSATION AND BENEFITS**

There are no compensation and benefits for part time positions.

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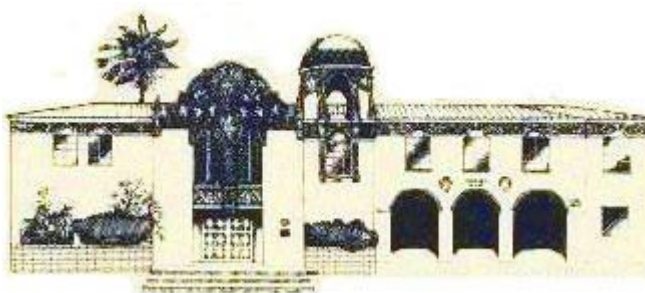
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## JOB ANNOUNCEMENT

<b>Position Title:</b> <b>Water Treatment Plant</b> <b>Lead Operator</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Operatives</b>	<b>Public Utilities</b> <b>Job No. 1446</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### JOB SUMMARY:

Employee assists the Water Plant Superintendent in supervising the proper operation and maintenance of the water treatment plant system and personnel; inspects and performs repair work on water system facilities and equipment; monitors and maintains water sources, storage tanks, and keeps various records pertaining to plant operations, dams, reservoirs, and watershed. Employee assists Water Plant Superintendent in completing all local, State and Federal reports. Duties involve considerable bending, lifting, digging, carrying, or walking with little chance for variety, and/or using equal to lifting 25-50 pounds; occasionally will be lifting 50-100 pounds. Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The delivery of safe clean water is vital to the safety and health of the community. Employee is required to perform all similar or related duties.

#### REPORTING RELATIONSHIP:

Reports to Water Plant Superintendent

**Qualifications:** Employee must have a valid Texas Driver's License TXDL (Class "C") with satisfactory driving record. Must have Class "B" Surface Water Treatment license issued by the Texas Commission on Environmental Quality (TCEQ). A High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Working Conditions:** Employee works in a well light office as well as outdoors to oversee all Water Plant activities. Employee may be required to work beyond normal shift hours at night and/or weekends, holidays, and whenever needed on any rotation shift in response to emergency situations. The employee will handle potentially dangerous materials and must ensure that all activities are completed in a safe and efficient manner.

#### COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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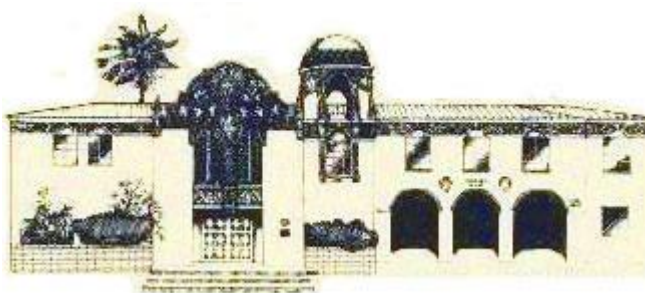
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**HR POSTED-08/05/2014**



## CITY OF WESLACO

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Jailer</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Service Workers</b>	<b>Police Department</b> <b>Job No. 1447</b>	<b>Salary Range:</b> <b>\$10.88 hour</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:** Responsible for physical intake, detention and release of prisoners. Responsible for inputting correct reports, records and other paperwork involved with jail operations into police database system. Arranges for and supervises visitation of prisoners. Arranges for feeding of prisoners. Responsible for security and cleanliness of jail facilities. Makes frequent and regular inspections and evaluations of structural and functional conditions of all jail facilities. Performs any other duties necessary in order to provide a safe, sanitary and humane environment as possible for inmates. Must be computer literate. Performs other job related duties as necessary.

#### **REPORTING RELATIONSHIP:**

Reports to Officer-In-Charge

**Qualifications:** A High School Diploma or GED Certificate is required. Preferred, but not required, one year experience in a law enforcement agency or jail facility or a jailer certificate by the Texas Commission on Law Enforcement Officers Standards and Education. Must have some knowledge of mechanics of arrest and have the ability to execute basic self-defense and restraint techniques. Must have a valid Texas Driver's License.

#### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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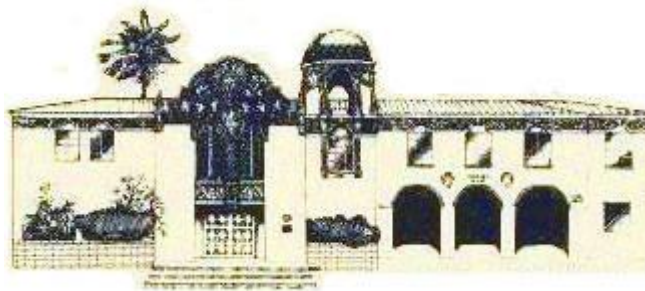
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Communications Officer/ Dispatcher</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation Classification:</b> <b>Administrative Support Workers</b>	<b>Police Department</b> <b>Job No. 1449</b>	<b>Salary Range:</b> <b>\$13.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Employee receives, routes and process a variety of calls from the public and administration. Communications Officer dispatches appropriate responders using computer aided dispatching equipment, two-way radio, and telephones in accordance with Communications Center protocols and regulations. Employee ensures that current data is entered into the Communications Center's computer system in a detailed and accurate manner. Employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to Communications Supervisor

**Qualifications:** Position requires a valid Driver's License and a High School Diploma or equivalent degree with one to three (1-3) years related work experience; or any equivalent combination of education training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Position requires effective communications skills, both oral and written, multi-task abilities, high level of confidentiality, and ability to deal with various types of people.

**Special Requirements:** Must pass Criminal History Check. Employee must be able to type 30 words per minute. Bilingual skills (English/Spanish) a plus. Ability to obtain NCIC/TLETS certification within three (3) months after hired.

**Work Environment:** Employee may be required to work beyond normal business hours on a 24/7 basis in accordance with work schedules or in the event of unforeseen absences. Employee will be expose to mental stress especially when dealing with emergency calls.

#### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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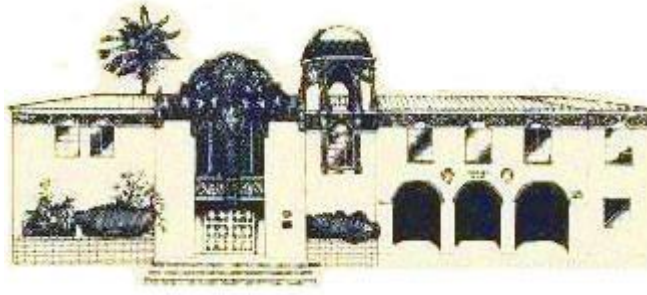
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Temporary Full Time</b> <b>Receptionist</b> (NON-EXEMPT)	<b>EEOC Occupation</b> <b>Classification:</b> <b>Administrative Support</b> <b>Workers</b>	<b>City Secretary's</b> <b>Department</b> <b>Job No. 1452</b>	<b>Salary Range:</b> <b>\$8.00</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Employee answers a multi-line telephone and channels the calls to the appropriate person or department. Greets the public and directs them to the appropriate offices in a courteous and professional manner, comfortably in both English and Spanish. Places outbound calls for various city personnel. Assists in providing information to departments by telephone or in person. Routes all incoming mail and prepares outgoing mail to the Post Office. Maintains a schedule for reservations of the City Commission Chambers. Performs other clerical tasks as assigned. Employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to City Secretary

**Qualifications:** Must have a High School Diploma or equivalent with one (1) year work experience and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Position requires a valid Driver's License and Spanish fluency.

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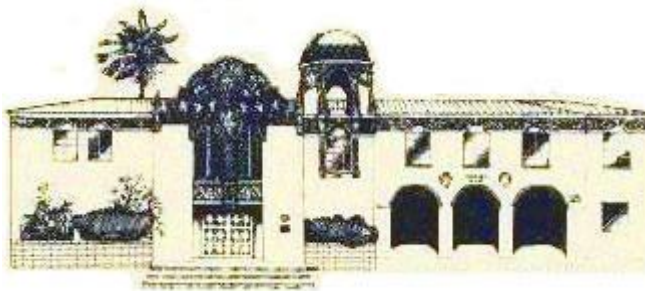
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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Water Distribution Operator</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Operators</b>	<b>Public Utilities:</b> <b>Job No. 1454</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### JOB SUMMARY:

Employee is responsible for the operation, maintenance, construction and repair of the City's water distribution system with the use of heavy equipment such as a backhoe, front end loader, dump truck and similar equipment. Employee is required to perform all similar or related duties.

#### REPORTING RELATIONSHIP:

Reports to Supervisor

**Qualifications:** Position requires a Class "B" Commercial Driver's License and a High School Diploma or equivalent and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be able to obtain a "D" Water Distributions License from TCEQ within one year of successful completion of required coursework and "C" Water Distribution License within 3 years.

**Work Environment:** Employee constantly performs work outdoors on a variety of public works projects. Employee is exposed to equipment/machinery, noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease, and risk of personal injury work is continually performed outdoors, regardless of weather conditions. Employee may be required to work beyond normal business hours at nights and/or on weekends in response to emergency situations such as weather conditions.

#### COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

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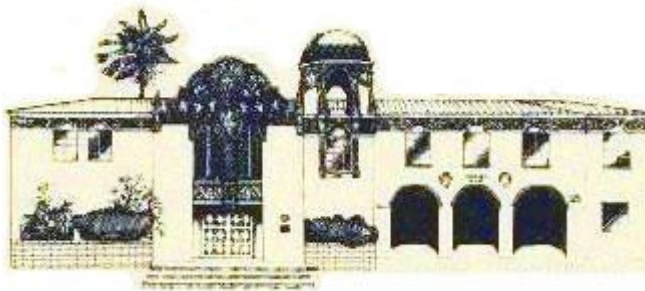
**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

**\*Depending on Experience**

Click on the Human Resource link, Job Opportunities to download a copy of the application.

**HR POSTED-08/05/2014**



## CITY OF WESLACO

### JOB OPPORTUNITIES

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

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## JOB ANNOUNCEMENT

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<b>Position Title:</b> <b>Mechanic</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Operator</b>	<b>Public Facilities:</b> <b>Job No. 1455</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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#### **JOB SUMMARY:**

Employee is responsible for routine repair and maintenance including diagnostic evaluation of city-owned vehicles and trucks in the City's fleet; the type of work performed includes hydraulic repair, brakes, axles, air conditioning, oil and filter changes and engine repairs. Inspects vehicles to ensure that they are safe to operate and inspection stickers are up-to-date, orders parts and equipment for repairs as necessary. Monitors warranties on fleet vehicles. Employee is required to perform all similar or related duties.

#### **REPORTING RELATIONSHIP:**

Reports to Vehicle Maintenance Supervisor

**Special Requirements:** ASE Master Certified, valid Motor vehicle operator's license

**Qualifications:** High School Degree and or one to three (1-3) years of prior work experience or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

### **COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

#### **For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

#### **Or Call:**

(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

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